



Appendix D

Agency Administrator In-Briefing Delegation of Authority

2005 Mobilization Plan

Purpose and Scope of the Delegation of Authority

The purpose of the Delegation of Authority is to transfer the responsibility and authority for incident management (i.e., legal command and incident decision authority) to the recipient, in this case to a designated Incident Commander (IC). The Delegation of Authority is a written transfer of authority vesting the designated IC with the control and management of the incident in accordance with prescribed instructions and limitations.

The Agency Administrator In-brief and Delegation of Authority provide:

- Delegation (from the responsible agency) of full responsibility and authority for incident management.
- Terms, conditions and limitations of the authority granted.
- Local policy (established in view of legal, financial, and political considerations).
- Responsibility of local resources (source of continuing local direction).
- Direction for unified command.
- Documentation requirements.
- Direction for media relations.
- Direction for incident management reporting.
- Termination conditions.
- Other terms and conditions established by the local jurisdiction.

A Delegation of Authority may be granted by the local fire chief once a request for assistance has been made. However, it may, by appropriate resolution, entrust the power to make that delegation to a specified jurisdiction official (e.g., city manager, mayor, police chief or fire chief) upon certain conditions, thus assuring timeliness and continuity of effective management and control. For maximum effectiveness, a procedure for the timely granting of a Delegation of Authority should be in place as an emergency planning measure.

It is important to understand that a Delegation of Authority is not an abdication of responsibility or authority, but rather a means of assuring them in an unusual emergency setting by providing for an assignment with prescribed conditions and limitations. The authority granted must be broad enough to ensure that local policy and priorities can be effectively implemented, accountability provided for, limitations as to scope, time and/or incident may be included, and the power of review and termination retained.



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Appendix E Mobilization Awareness Training

2005 Mobilization Plan

Mobilization Awareness Training is required for all personnel who may be called to respond to a state mobilization incident.

Purpose

Provide basic information to state mobilization emergency responders on the:

- *Washington State Fire Services Resource Mobilization Plan.*
- Operating environment in which the responder will be working.
- Necessary systems and procedures in place at a major emergency event for the responder to adequately function and perform.
- Appropriate actions and behavior expected of the emergency responder.

Class Objectives

Upon completion of the training, the student will be able to:

A. Mobilization Plans and Requests

1. Discuss types of incidents that initiate/require state mobilization.
2. Explain the region's Fire Resource Mobilization Plan.
3. Identify and explain the region's mobilization coordination center.
4. Explain the *Washington State Fire Services Resource Mobilization Plan*.
5. Identify and describe required state mobilization assignment information and activities required before departure.

B. Recommended/Required Training of the State Mobilization Responder

1. Discuss limits of activity/intervention based on training levels.
2. Discuss field training that may occur at the incident.

C. Personal Travel Kit for State Mobilization Response

1. Identify limitations on, and requirements for, personal equipment.
2. Discuss a personal clothing and safety equipment list.
2. Discuss personal hygiene and care during a state mobilization incident.

D. State Mobilized Apparatus/Equipment

1. Identify apparatus types and resource configurations.
2. Explain the "wet rate" paid for apparatus.
3. Explain the role of the Ground Support Unit, including its responsibility for inspections.
4. Define the essentials of the equipment inspection checklist.
5. Define who provides/pays for repairs and replacements of what during a state mobilization incident.
6. Explain documentation of, and responsibility for, procured items.

E. Command and Support Structure of a State Mobilization

1. Define “span of control” during a state mobilization incident.
2. Identify immediate supervisors.
3. Demonstrate an understanding of basic ICS.
4. Explain whose orders a responder must follow.

F. Expectations of Mobilization Responders

1. Describe the “assumed commitment” of a state mobilization incident response. (Prepared for a 72 hours minimum assignment and 24 hours of self-support).
2. Describe the code of conduct for a state mobilization incident.
3. Describe discipline procedures during a state mobilization incident.

G. Safety Aspects of a State Mobilization

1. Identify potential dangers inherent in state mobilization incidents.
2. Define standard safety procedures/precautions that responders must use.
3. Describe injury and accident reporting procedures.

H. Documentation: Record Keeping Systems and Procedures

1. Explain the use and significance of the incident mission number and the request (resource order) number.
2. Explain individual timekeeping.
3. Identify and demonstrate the completion of required unit documentation. Explain methods of compensation/reimbursement.
4. Demonstrate state mobilization check-in and check-out.



Appendix F Regional Fire Defense Plan Review and Update Schedule

2005 Mobilization Plan

Regional Fire Defense Plan Review Rotation Schedule

Central Region	2005
Lower Columbia Region	2005
Mid Columbia	2005
Northeast Region	2006
Northwest Region	2006
Olympic Region	2006
South Puget Sound Region	2007
Southeast Region	2007
Southwest Region	2007
Central Region	2008
Lower Columbia Region	2008
Mid Columbia	2008
Northeast Region	2009
Northwest Region	2009
Olympic Region	2009
South Puget Sound Region	2010
Southeast Region	2010
Southwest Region	2010



Appendix F Regional Fire Defense Plan Review and Update Schedule

2005 Mobilization Plan

Regional Fire Defense Plans should contain the following provisions:

I. Administrative Provisions

- A. Date of Adoption by the Regional Fire Defense Board.
- B. Table of Contents.
- C. Plan Purpose Statement.
- D. Definition of Terms.
- E. Regional Fire Defense Board Roster.
- F. Description of Existing Mutual Aid Networks.
- G. Relationship of Regional Plan to Local Plans.
- H. Regional Agencies Participating and Available Resource Lists.
- I. Criteria for Determination of When Mutual Aid is Expended.

II. Operational Provisions

- A. Concept of Operations.
- B. Map of Region.
- C. Designation of Regional Fire Resource Coordinator and an Alternate with 24-hour Contact Points.
- D. Description of Local and Regional Support Functions.
- E. Reference to other Pertinent Documents, including Standard Operating Guidelines.
- F. Designation of Potential Primary and Secondary Staging Areas, Mobilization Points (for departure assembly) and Resource Bases (fuel, food).
- G. Communications System.

III. Plan Maintenance, Training, and Testing

- A. Description of Training Program.
- B. Plan Testing Method.
- C. Description of Communication Needs and Training.
- D. Regional Plan Review and Revision Process.



Appendix F Regional Fire Defense Plan Review and Update Schedule

2005 Mobilization Plan

REGIONAL FIRE DEFENSE PLAN REVIEW CHECKLIST

_____ Region

(The Regional Fire Resource Coordinator is to complete and provide this checklist when submitting Regional Fire Defense Plan for review by the State Fire Defense Committee.)

Administrative Provisions	Page(s)
Date of Adoption by Regional Fire Defense Board	
Table of Contents	
Plan Purpose Statement	
Definition of Terms	
Regional Fire Defense Board Roster (names and addresses)	
Description of Existing Mutual Aid Networks	
Relationship of Regional Plan to Local Plans	
Regional Agencies Participating and Available Resource Lists	
Criteria for Determination of When Mutual Aid is Expended	
Operational Provisions	
Concept of Operations: Description of Activation of Regional Plan	
Map of Region	
Designation of Regional Coordinator and Alternate with 24-hour Contact Points	
Description of Local and Regional Support Functions	
Reference to Other Pertinent Documents (e.g., Operating Guidelines)	
Potential Staging Areas, Mobilization Points, and Resource Bases	
Communications System	
Plan Maintenance, Training, and Testing	
Description of Training Program	
Plan Testing Method	
Description of Communications Needs and Training	
Regional Plan Review and Revision Process	

Comments:

Submitted by: _____

Phone Number: _____

Date: _____



Appendix F Regional Fire Defense Plan Review and Update Schedule

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Appendix G

Incident Management Teams

2005 Mobilization Plan

Teams

Washington has five designated integrated Incident Management Teams (IMTs), supported by a pool of qualified alternates. Each IMT is a full team, comprised of 42 members. Specialist positions and trainees can increase the total number to 50.

The teams are provided direction from the Geographic Board which is comprised of members from the Washington Fire Service, US Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Fish and Wildlife, National Park Service, Department of Natural Resources, and the Washington State Patrol – Fire Protection Bureau.

Incidents

Washington's IMTs are all-incident, all-hazard teams. The IMTs will deal with any jurisdiction or jurisdictional mix of personnel assigned to the team.

Qualifications

In accordance with the agreement between all agencies, all IMT members will be position qualified in accordance with NWCG 310-1. The 310-1 system is a performance-based qualification system used nationally for NIMS ICS positions. Qualification requires both (1) successful completion of required training and (2) completion of the position task book demonstrating actual performance of all position tasks.

Those persons who wish to be a team member, alternate or trainee must submit an application through the Regional Coordinator.



Appendix G

Incident Management Teams

2005 Mobilization Plan

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